

**CONSUMER CONFIDENCE REPORTS  
EPA-STATE TRAINING**

**WORKSHOP 1: REVIEW OF A CONSUMER CONFIDENCE REPORT  
USING THE  
“*QUICK REFERENCE SHEET FOR STATE REVIEW OF THE CCR:  
Report Delivery and Recordkeeping Requirements*”**

6/10/99

**PURPOSE:** For this workshop, the example Consumer Confidence Report provided by EPA in Appendix E of the Guidance for Water Suppliers will be reviewed using the *Quick Reference Sheet*. This workshop will familiarize participants with the format of the reference sheet; minimum CCR content criteria; the example CCR; and use of the reference sheet for evaluating report content. A discussion of use of the reference sheet for reviewing report delivery will complete the workshop.

**MATERIALS:** Each participant will need a copy of each of the following:

1. The *Quick Reference Sheet for State Review of the CCR*.
2. The EPA example CCR found in Preparing Your Drinking Water Consumer Confidence Report — Guidance for Water Systems: Appendix E.
3. A Workshop 1: CCR Review Comment page.

**INSTRUCTIONS:**

1. Using the materials noted above, review the example CCR for minimum content and format criteria. Note on the comment sheet any questions or concerns about the example and optional information included in the CCR.
2. Following completion of the individual reviews by participants a group discussion will address concerns, comments, possible alternatives and corrections to the example.
3. A group review and discussion of the report delivery and recordkeeping checklist will complete the workshop.

## Workshop 1: CCR Review Comment Page

*Use this page to record any comments, concerns or questions regarding review of the example CCR. The information will be used for group discussion of the checklist and example.*

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